

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Medical Records Technician

Department: Health

Reports to: Clinic Manager / Medical Director

Status: Non-Exempt

Salary Level: \$14.89 to \$20.84 per hour/(\$30,962 to \$43,347) Annually

Terms: A13

Opens: February 16, 2022

Closes: March 02, 2022

SUMMARY: The Medical Records Technician will process medical records for clients of the LTBB Health Clinic. Client medical records include the electronic health record (EHR) and the paper medical record.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains electronic and paper health records to assure the presence of all component parts of patient information.
- Pull and dispatch patient medical records to various providers for services, and retrieve and file the returning chart when providers are finished.
- Updates records; change or add information to medical records as appropriate.
- Scan documents into patient electronic health record using VISTA imaging. Documents include imaging, emergency room reports, etc.
- Retrieve labs for providers and input test results into electronic health record.
- Collaborate with IT to assist with the integration of electronic patient records.
- File documents into paper charts according to chart guidelines.
- Notify providers of incoming critical patient information from various outside service providers.
- Create patient medical records for new patients using identification numbers according to established protocols.
- Tracks all records which have been checked out in accordance with departmental policies for safeguarding patient records.
- Performs appropriate correspondence with requestors for patient records, such as specialty physicians, attorneys, and insurance companies, within departmental policies, as directed by Health Information Manager.
- Abides by HIPAA policies pertaining to protected, personal health information; keeping it in strictest confidence as required by federal law, CFR 42, and Tribal policies and statutes.
- Produces written correspondence to clinic patients or outside providers as directed by LTBB medical staff.

- Other duties as assigned within scope of the position.

EDUCATION AND EXPERIENCE:

High school diploma or G.E.D. required. Successful completion of at least one college class in medical records management or related health field required. Knowledge of RPMS system is helpful. Previous experience working in medical records is strongly preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Must have ability to develop and maintain accurate filing systems. Must be computer proficient. Must be detail oriented and have excellent organizational skills. Must have knowledge of medical terminology and have strong verbal and written skills. Must have ability to carry out tasks and assignments with minimal supervision. Must have good organization skills and be able to complete routine paperwork. Must maintain confidentiality and security of all medical records and files. Must be knowledgeable of a broad range of references and regulatory requirements for medical records.

COMMENTS:

Indian preference will apply. Individuals must pass a thorough background investigation. Individuals must have a positive job history. Individual must take TB test and get influenza vaccination annually due to working in a health setting.